

APPLICATION CHECKLIST

In order to avoid common mistakes and to prevent the return of your application, please pay close attention to the following areas of the application:

- _____ Store eligibility: First, make sure your store is eligible to participate in the Food Stamp Program by looking at the enclosed *Retail Store Eligibility* sheet. Only eligible stores can be authorized to accept food stamp benefits.
- _____ **Submit documentation.** To ensure speedy processing of your application, your application should include copies of the documentation listed below. You may be asked to provide additional documentation as needed. Failure to comply with any request for information may result in the denial of your application for authorization.
 - Copy of one current license required to operate your business (e.g., health permit or food inspection permit; sales tax permit; sellers permit; business license; lottery license; beer or wine license; etc.). If you do not have a license, please contact us.
 - Photo Identification [e.g., driver license (front and back), passport, military ID] for all owners, partners, corporate officers, shareholders and their spouses, if applicable.
 - Copy of Social Security Card or acceptable verification of Social Security Number (e.g., tax forms, insurance card, etc.) for all owners, partners, corporate officers, shareholders and their spouses, if applicable.
- _____ #10: Fill in the spouse's information for each owner, if your store(s) operates in a community property state. Community property states are: Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, the state of Washington, and Wisconsin.
- _____ #16: If your store is not open 24 hours, specify the days and hours your store is open.
- _____ #23.b. and 23.c.: Enter actual or estimated gross sales and food sales (If store has been open for 12 months or longer, only actual sales will be accepted). Gross sales include all food and non-food items sold at your firm, including gasoline. See item 23.c. for description of annual eligible food sales.
- _____ #25: Staple Food Stock – Indicate if you sell a variety and/or perishables for each category. For definitions of staple food and perishable foods, read instructions on the application or the *Retail Store Eligibility* sheet.
- _____ Submit a completed application. Review your application and make sure you have correctly filled in all applicable information. Incomplete applications will be returned and will delay the review of your store's application and authorization to receive food stamp benefits.
- _____ Sign your application. Applications cannot be processed unless they are signed by an owner, officer or partner. By signing and submitting the application, you are stating that all the information on the application is accurate and true and that you have a basic understanding of the rules and responsibilities for retailers in the Food Stamp Program.

You cannot accept food stamp benefits until your store has been authorized under your ownership.

RETAIL STORE ELIGIBILITY USDA FOOD STAMP PROGRAM

To be eligible as a store in the Food Stamp Program, your store(s) must sell food for home preparation and consumption and meet one of the criteria below:

- (A) Offer for sale, on a continuous basis, at least three varieties of qualifying foods in each of the following four staple food groups, with perishable foods in at least two of the categories:
- meat, poultry or fish
 - bread or cereal
 - vegetables or fruits
 - dairy products

For more information on Criterion A, see below.

◆◆◆◆◆ OR ◆◆◆◆◆

- (B) More than one-half (50%) of the total dollar amount of all things (food, nonfood, gas and services) sold in the store must be from the sale of eligible staple foods.

Definitions for Criterion A:

Continuous basis means that on any given day of operation, a store must offer for sale and normally display in a public area, qualifying staple food items, with no fewer than three different varieties of food items in each of the four staple food categories.

Perishable foods are items that are either frozen staple food items; or, fresh, un-refrigerated or refrigerated staple food items that will spoil or suffer significant deterioration in quality within 2 to 3 weeks.

Variety means different types of foods, such as apples, cabbage and squash in the fruit or vegetable category; or, milk, cheese and butter in the dairy category. The following does not meet the variety requirement: having different brands and sizes; having the same item but with varying ingredients (e.g., plain sausage and spicy sausage); or having the same item but offering different types of the item (e.g., Granny Smith and Red Delicious apples). Food items with multiple eligible ingredients (e.g., pizza, frozen dinners) will be counted only once as a staple food, in the category of the main ingredient.

Retail sales include all retail sales of the firm including food, non-food, gas and services (such as rental fees, games, dry cleaners, lottery). However, fees directly connected to the processing of staple foods such as raw meat, poultry, and fish may be calculated as staple food sales under Criterion B.

Staple foods do not include accessory foods such as coffee; tea; cocoa; soda; non-carbonated drinks such as sports drinks, punches, and flavored waters; candy; condiments; spices; hot foods; or, foods ready to go or made to take out, like prepared sandwiches or salads.